

Large Funeral Booking Checklist

Information/Action	Who	Reason needed	Notes	Done (initial & date)
FULL name of deceased (and any akas)	FD	Legal Requirement	Many travellers have a number of different names they are known by	
Actual address of deceased – checked against electoral roll if necessary. This MUST tally with the one given on any supporting paperwork (notice of burial & registrars/coroners cert)	FD	Legally required for the Register of Burials & Accurate fee calculation	DO check any address (if a Dunstable one) on the electoral roll. There can sometimes be a degree of confusion as to whether the deceased was actually a resident or not. Do NOT be afraid to ask for unadulterated proof.	
Time funeral is to arrive graveside	FD	So we can prepare	Do NOT book anything AFTER a traveller funeral. Do NOT book for graveside after 2.30pm. Make doubly sure the FD is aware of the 25% charge for being graveside after 3.30pm.	
Type of grave – new? Re-open? Pre-purchased?	FD/Family	So we can dig it	Correct grave, correct place, correct size.	
Location of Grave if New or Pre-Purchased	Family (usually)	So we get it right	The family will usually visit to discuss the grave location – it involves lots of chat about who owns what, what they can/can't do, where it can go, etc	

Depth of grave	FD/Family	“	Double check – you might get one instruction from the family & another from the FD	
If a new or 1 st inter in a pre-purchased grave; is the grave to be bricked? If so WHO will be doing the work? Will it be edge-to-edge or constructed cell within the space?	FD/Family	“	Check there is enough room (ie 2 spaces purchased) to allow for the bricking. Allow time for the bricking to go off before the burial. Get contact details for everyone involved. Stress to the FD that we need coffin sizes NOW.	
Coffin or casket?	FD/Family	“	Casket is usually 7' l x 3' w x 24 +” d. Coffins vary. We NEED to know. If casket – check the handles, & double check the sizes when it's 'in' at the FDs	
Which church & when	FD	It helps us to gauge an arrival time, amount of congestion, etc.		
Age of deceased	FD	It helps us gauge number of mourners		
Cause of death	FD	Helps to gauge mood of mourners		
Hearse & how many	FD	To gauge size of funeral	Number of flower vans usually tallies with number of Limosines. Strange but True.	

Horsedrawn? If so How many & where from?	FD	Timing & congestion & route		
Funeral timeline from previous day if poss	FD	If we know, it saves us guestimating	Deceased is USUALLY either taken home for a vigil the night before, or taken into church – if we get a timeline we know who is doing what, when & where. Every little helps.	
Any escorted guests of Her Majesty attending ?	FD	Preparation. Prison/YOC may call for cemetery details etc	We NEED to know this – otherwise, when the escorting officer has a special request, we look like muppets.	
Special requests	FD	Preparation	Music? Pipers? Singers? Doves? Balloons? Rose Petal strewing? Specific vehicles graveside?	
Number of webs needed	FD	Preparation	Usually 3	
Who's bearing & lowering	FD	Preparation	Usually family	
WHO is the FD that will be attending?	FD	Preparation & Communication	Get a name – and of the arranger. Arrange to meet on site.	

Backfill?	FD	Preparation	Token? Witness? Full? Speak to Ken & Steve & Ian – make sure the Family & FD fully understand that they MUST act under cem staff advice & that we reserve the right to stop the backfill if it isn't safe.
Inform local police	Cem	Communication	Tell them the day, date, time, number of vehicles, expected route, which church, when, horses, FD details, if there's HMP attending, details of deceased, just everything, & get URN (Unique Reference Number)
Heads up to DTC	Cem	Communication	Heads up – especially to Priory House if the service is in the Priory.
Get radios from GH	Cem	Communication	
Liaise with family	Cem	Communication	If we haven't met the family – arrange to do so via the FD & double check what we've been told
Meet with FD	Cem	Communication	Make FD aware (& Family) of any restrictions on vehicles or operational requirements we have
Tell the pub over the road	Cem	Communication	Gives them the option of closing if they want to

Produced by Kate Dimmock, Dunstable Town Council, 2012